

**OS REGISTRY**  
**FILE** - 6 MAY 77

ILLEGIB

MEMORANDUM FOR: Director, National Foreign Assessment Center  
Director of Public Affairs  
Director of Training/DDA

FROM: [Redacted]  
Director of Security

STAT

SUBJECT: Security Policy for University Student  
Group Visits to Headquarters Building

REFERENCE: Memo from D/Security, dated 2 April 1979,  
same subject (OS 9 0344)

1. Referenced memorandum outlined security policy and procedures relating to visits of university student groups to the Headquarters Building. Paragraph 3b of that memorandum specified that small groups can use the DCI, DDA or NFAC conference rooms if they are brought up on the DCI elevator.

2. There have been occasions since the inception of that policy when the use of the DCI elevator by visiting groups to the seventh floor conference rooms has caused some congestion and scheduling inconvenience to those who normally use the DCI elevator. Therefore, it is requested that sponsors of small groups discontinue the use of the DCI elevator and instead use the northeast elevator bank if they are destined for a seventh floor conference room. If logic suggests use of the DCI elevator would be advisable in a given situation, special prior arrangements can most likely be made with the DCI Security Officer.

3. All other provisions of the referenced memorandum remain in effect. Your cooperation is appreciated.

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OS 0 1163

SUBJECT: Security Policy for University Student Group Visits  
to Headquarters Building

DISTRIBUTION:

Orig - Adsees

1 - DCI Security Officer

1 - D/Security

① - OS Registry

1 - C/HSB/PSD

1 - PPG Chrono

OS/P&M/PPG  cbt

29 April 1980

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| ROUTING AND TRANSMITTAL SLIP                                  |                      | Date             |
|---|----------------------|------------------|
|   |                      | 4/29/80          |
| TO: (Name, office symbol, room number, building, Agency/Post) | Initials             | Date             |
| 1. C/PPG  | <i>Am</i>            | 4/30             |
| 2. DD/P&M   | <i>D</i>             | 1 MAY 1980       |
| 3. DD/Sec   | <i>P</i>             | 5                |
| 4. D/Sec  | <i>K</i>             | 5 MAY 1980       |
| 5.  |                      |                  |
| Action  | File                 | Note and Return  |
| Approval  | For Clearance        | Per Conversation |
| As Requested  | For Correction       | Prepare Reply    |
| Circulate   | For Your Information | See Me           |
| Comment   | Investigate          | Signature        |
| Coordination  | Justify              |                  |

**REMARKS**

Prior coordination has been made with:

NFAC -   
 OTR -   
 OPA -   
 HSB -   
 DCI Security Staff -

All concur in this approach.

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

|  |                                |
|--|--------------------------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No. — Bldg.               |
| <input type="text"/> PPG/OS            | 4E-70 Hqds.                    |
|  | Phone No. <input type="text"/> |

| ROUTING AND TRANSMITTAL SLIP                                  |                             | Date             |
|---|-----------------------------|------------------|
|   |                             | 27 MAR 1980      |
| TO: (Name, office symbol, room number, building, Agency/Post) |                             | Initials Date    |
| 1.  | DD/PTOS                     | P                |
| 2.  | <del>D/Security</del> C/PSD |                  |
| 3.  |                             |                  |
| 4.  |                             |                  |
| 5.  |                             |                  |
| Action  | File                        | Note and Return  |
| Approval  | For Clearance               | Per Conversation |
| As Requested  | For Correction              | Prepare Reply    |
| Circulate   | For Your Information        | See Me           |
| Comment   | Investigate                 | Signature        |
| Coordination  | Justify                     |                  |

## REMARKS

1.2 Please ascertain from PPG or, if necessary, F&CB why the initial memo stipulated the DCT elevator. Then, let's discuss? Come up w/ position for D/S

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| Security Officer, DCI                  | Phone No.      |

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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26 March 1980

MEMORANDUM FOR: Director of Security

VIA : Deputy Director for Physical, Technical  
& Overseas Security

FROM :   
Chief, DCI Security Staff

SUBJECT : Use of DCI Elevator

REFERENCE : Memorandum dated 2 April 1979, fm.  
You to Directors, NFAC, Public Affairs,  
and Training

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1. The referenced memorandum indicates that NFAC, Public Affairs, and the Office of Training have been authorized to use the DCI elevator for transporting student groups to and from various seventh floor conference rooms. My staff has advised me that they were unaware of this authorization. I feel this procedure should be reviewed and consideration be given to discontinuing the practice.

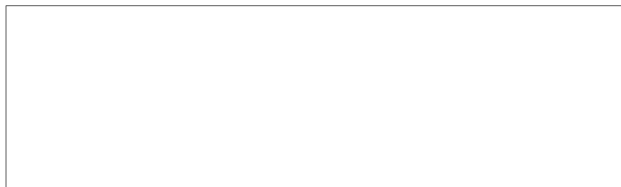
2. Use of the DCI elevator for this purpose presents several problems. These groups are not cleared and may or may not be well disposed toward the Agency. They would traverse a unique route generally reserved for VIPs and special visitors such as members of Congress and high-

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Director. Students passing through the suite could present a security hazard in this regard. Also temporary delays occur for legitimate users of the elevator as the students generally must be transported in several groups due to the small size of the elevator. During the transport

period, the students left behind are a congestion factor in the waiting room immediately outside of the Director's office and are intermingled with others waiting for appointments or in the suite on legitimate business. The above creates at best an undesirable situation if not an out-and-out security hazard.

3. In light of these considerations, it is requested that, if at all possible, use of the DCI elevator for these activities be discontinued.



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2 APR 1979

MEMORANDUM FOR: Director, National Foreign Assessment Center  
Director of Public Affairs  
Director of Training/DDA

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Security Policy for University Student  
Group Visits to Headquarters Building

REFERENCE: Memorandum, dated 28 November 1978, from  
Coordination for Academic Relations/NFAC  
to D/Security (NFAC 5339/78)

REFERENCE

1. Reference memorandum asks for reconsideration of security restrictions on university student group visits to Headquarters. The memorandum refers specifically to the Director of Security's verbal ruling that such group visits be confined to the auditorium and that non-U. S. citizen members of visiting groups be excluded from Agency buildings.

2. While the Office of Security fully understands that this policy creates some impediments to your program, our first consideration must always be the security of our facilities and the protection of Agency personnel under cover. Accordingly, as a matter of policy, therefore, we will not approve the admittance of any alien to Agency facilities except for the purpose of official liaison duties. Neither will we approve the visit of any university student group to the Agency Operations Center or any operational area in the building.

3. As a result of your request, however, our policy has been reevaluated with respect to authorized briefing areas and some adjustments made which we hope will alleviate your problem somewhat:

OS 9 0344

a. In the future, visiting university student groups will be restricted to the auditorium or any of the four conference rooms on the first floor of the Headquarters Building. The room numbers of these conference rooms are 1B2707, 1D4021, 1E4316 and 1E73.

b. However, small groups may use the DCI, DDA or NFAC conference rooms if they are brought up on the Director's elevator.

c. It is preferred that groups be brought in only on weekends or after normal duty hours. However, if they cannot be accommodated during these times, they should be escorted to the classroom en masse by the most direct route.

d. The use of the cafeteria should be discouraged, but if it must be used on occasion, the group should be escorted to and from along the most direct route.

4. In order to facilitate entry processing, it is requested that you notify the Industrial and Certification Branch of the Office of Security at least two weeks in advance of the visit. This request should include a list of all individuals in the group, with date and place of birth and citizenship.

  
Robert W. Gambino

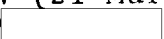
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Distribution:

Orig - Adsees  
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1 - C/CD  
1 - I&CB Policy File  
1 - I&CB Chrono

OS:CD:I&CB:  jbb (14 Feb 79)

Revised: Gambino: rjw (21 Mar 79)

Revised: OS/P&M/PPG/  cbt (26 Mar 79)

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